

City of Casa Grande, Development Center, 510 East Florence Blvd., Casa Grande, Arizona 85122 Office: (520) 421-8630 Fax (520) 421-8631 Inspection Line: (520) 421-8684 dcpermits@casagrandeaz.gov www.casagrandeaz.gov

CDP-

Solar System Permit Application

Provide All Information Fill in All Blanks Project Name: Project Address: Property Owner: Street Address: City: _____ State: ____ Zip: ____ Phone No: _____ Parcel No: ______ Use of Building: _____ Applicant & Contact Person: _____ Street Address: _____ _____ State: _____ Zip: _____ Phone No: _____ _____ Email: _____ Street Address: _____ State: _____ Zip: ______ Phone No: City: _____ Contractor's License: _____ City Business License: _____ Describe Work to Be Done: □ Commercial □ Residential □ PV System
□ Water Heater System ☐ Pool Heater ☐ Pool Pump Purpose of Work: **Additional work required?** □ Electrical □ Plumbing ☐ Other: Estimated Construction Value \$ Size of system kW/gallons: Please complete Page 2 for additional contractors and provide their ROC License Information. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that review of my project will not commence until a plan review fee has been paid in full. Print Name Owner/ Representative Signature Date



Applicant Printed Name

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Date

Arizona Contractor's License Certification per A.R.S §32-1121A Please see the statute for complete licensing requirements at www.azleg.state.az.us/arizonarevisedstatutes.asp

| | m a licensed contractor: | Company Name | |
|--------|--|--|---|
| | ROC License Number | | License Class |
| | Signature | Printed Name | Title |
| 1 | licensed contractors. The owner and are not intend | am the owner of the property. I am doing the improvements to the property are intended fled for occupancy by members of the public, the structures or appurtenances are not inter | for occupancy solely by the as the owner's employed |
| | improving structures or a rent. I will contract for su | am the owner of this property acting as a cappurtenances to structures on my property ch a project with a general contractor license tion under this paragraph, the licensed contract of in all sales documents. | for the purpose of sale ed pursuant to this chapte |
| (| Other – Please Specify | | |
| | | | |
| | | | |
| vill k | De using the following licen | sed contractors on this project: ROC License Number | License Class |
| vill k | | | License Class License Class |
| vill k | General Contractor | ROC License Number | |
| vill k | General Contractor Mechanical Contractor | ROC License Number ROC License Number | License Class |

Applicant Signature



CDP-___

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Property Owner's Authorization for Permitting

| I | am the owner of |
|---|---|
| Print Property Owner Name | |
| Address | · |
| I hereby authorize | |
| | Print Applicant Name |
| to make application for the following: | |
| | |
| | |
| | |
| | |
| | |
| | |
| I understand that as the property owner I am res my property including any permits, notices, orde provisions of the City of Casa Grande Construction applicable county, state, and federal laws shall be | ers, fees, inspections, violations, etc. All on Codes, City Ordinances, as well as |
| Owner's Signature | |



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Solar System Log-in Check List

| | | | : |
|--------|-------------|---------|--|
| | | | ddress: |
| Pers | on Su | ıbmitti | ng Application (PRINT): |
| Applio | cant is: | ☐ Owi | ner/Agent 🗖 Contractor/Agent Tel. No Fax: |
| Y = F | Requir | ed and | d submitted, N = Required and missing, N/A = Not Applicable to this project |
| Υ | Ν | N/A | |
| | | | Completed and signed City building permit application form included? |
| | | | Signed Property Owner's Authorization for Permitting |
| | | | Two (2) Site Plans included, drawn to scale. |
| | | | Site plans locate all property lines, setbacks, easements, buffers, and drainage structures. |
| | | | Site plans locate all existing buildings or structures, as well as the new solar installation. |
| | | | Site plans locate all existing and proposed decks, steps, walks, drives, fences, & walls. Site plans show no encroachment of any setbacks, easements, or buffers. |
| | | | Two (2) Solar Plans included, drawn to scale. |
| _ | _ | | Project size and type |
| | | | Brief description of system |
| | | | Listing of effective codes for design and construction |
| | | | Property owner's name, street address, and phone numbers |
| | | | All designer's names, street addresses, contact persons, and phone numbers |
| | | | Plan page index listing all plan pages in the submittal. Are all pages included |
| | | | Building plans include dimensioned plan for all structural supports |
| | | | Engineering for solar system support structure and any modifications required to building |
| | | | Schedule showing all equipment. (panels, combiner boxes, inverters, disconnects, meters, etc.) |
| | | | Single line and three line electrical diagrams |
| | | | Complete panel information Grounding and bonding shown |
| | | | Plan showing elevation view of system |
| _ | _ | _ | Plan shows elevations and plan view of roof, showing roof and solar pitch for each section |
| | | | All load calculations including temperature corrected numbers |
| | | | Wire type and size |
| | | | Wiring protection (Conduit type and size) Plastic not allowed per NEC 352.12 and 353.12 |
| | | | Location of all equipment shown SES, disconnects, meters, inverters, circuit breakers, etc. |
| | | | Manufacture's installation instructions included |
| | | | All equipment properly listed and labeled for this installation |
| | | | Solar system labels shown or noted on plans |
| hav | e recei | ived a | copy of the completed checklist. Requirements for any missing information have been explained to me. |
| | | | ture: Date: |
| | | | ************************************** |
| wiii | BY: | uive C | DATE: |
| | υ Ι. | | DAIL. |



City of Casa Grande Development Center Policies & Procedures

Title:

Solar System Building Plan Submittal Requirements

Effective Date: September 11, 2015

Date Reviewed: September 11, 2015

Department of Primary Responsibility: Building Safety

Policy Number:

B - PR - 003 - 2015 - 01

The requirements in this document are a guide and are NOT all-inclusive, as your design will dictate the plan details required to show codes compliance of your design. The City does a plan review to check for code compliance before issuing a permit. During the planning stages of a project, we sometimes have several meetings with owners and the design team to discuss code issues and answer questions. After the design is finalized, the City does a plan review that, to the best of our ability, identifies code issues to be corrected before the permit is issued and construction starts.

All plans submitted for review shall have digital copies attached.

Resubmissions of revised drawings per City comments shall be one complete submission. The applicant may either submit new complete sets of drawings or the corrected pages. IF submitting only the corrected pages applicant must remove and replace these pages in City offices. The city WILL NOT replace pages in ANY plan set. A complete digital copy of the final City Reviewed Plans is to be submitted before the permit is picked up.

Design Professional Required.

The City requires all building plans and their mechanical, electrical, plumbing, fuel gas, or fire protection systems to be prepared by a design professional. The design professional shall be registered under ARS Title 32. He shall affix his official seal and signature to said drawings and specifications for all occupancies. Detached single-family dwellings are not required to have sealed drawings. However, the design engineer shall seal all engineered systems and/or structural components. Calculations shall be provided as required. Arizona Law does have exceptions to licensing requirements. See ARS 32-144.

Solar System Plan Requirements

1) Solar Permit Application that is completely filled out, including:

- A) Project address, Subdivision Name, and Parcel Number
- B) Contractor's name, address, phone number, e-mail, and fax
- C) Owner's name, address, phone number, e-mail, and fax
- D) Specify a contact person; name, address, phone number, e-mail, and fax
- E) If involved, the designer's, architect's, and/or engineer's name, address, phone number, e-mail, and fax
- F) Size of the system in kW or gallons and construction cost of system

2) Signed Property Owners Authorization.

3) Plot Plan: 2 sets.

- A) Lot dimensions
- B) Building footprint with all projections including overhangs & dimensions to all property lines and/or other buildings
- C) North arrow
- D) Building Setbacks, Easements, etc.
- E) Location of solar system
- F) Height of system from grade, if ground mounted

4) Photovoltaic Systems: 2 sets that include:

A) Foundation Plan:

- i) Soils report by an engineer (If required)
- ii) Structural details
- iii) Footings, foundation, piers, and grade beam locations & sizes (engineered design if required)
- iv) Reinforcing spacing and size
- v) Anchor bolt spacing, type, and size
- vi) Structural details of the roof panel mounts. (engineered design if required)
- vii) Flashing details for mounting brackets

B) Solar Panel Lay-out Plan:

- i) Complete plans, with full dimensions and notes
- ii) All array to array dimensions
- iii) All wiring on one- and three-line electrical diagrams
- iv) Wiring protection, junction boxes, combiner boxes, disconnects, etc. (Proper equipment for WET locations)
- v) Show the locations of the conduit and other circuiting
- vi) Show the required access paths between and around panels
- vii) Show and describe all vents on roof at panel locations (plumbing, attic ventilation, B-vents, etc.)

Exterior Elevations: i) Identify roof pitch, orientation, and panel location(s) and pitch ii) Show ground mount orientation and panel pitch iii) Indicate finish grade. D) Structural Details: (engineered design if required) i) Roof details. If roof mounted and include any roof framing modifications ii) Structural framing details. Show racks, mounts, and, if ground mounted, all framing and footing details iii) Structural section with details at foundation, grade, and roof levels. As required iv) Identify all materials, material sizes, spacing, etc. v) Provide a Registered Design Professional's sealed structural design, required if any "NO" answer to the following questions. a) Is the PV system to be installed on a roof that meets current code? ☐ Yes □ No b) Is the roofing lightweight (composition) type or a properly designed tile roof? ☐ Yes ■ No c) If composition type roof, does the roof have only one layer? ☐ Yes ☐ No d) Is the weight on each attachment point 45 pounds or less? ☐ Yes ■ No Does the solar array have a total distributed weight of 5 lbs/ft² or less? ☐ Yes \square No E) Manufacturer's Specifications and installation instructions: complete and specific to the equipment installed. **Electrical Details:** i) Service meter location and main breaker size in amps ii) Sub-panel, disconnects, fuses or breakers, arc-fault protection (if required), and meter locations(s) iii) Detail locations of grounding equipment conductor, bounding, and all grounding iv) Show locations and protection of all wiring as required v) Show required exterior egress, roof access, and Fire Department Access vi) Show all labeling - must meet all code requirements Solar Water Heater Plans: 2 sets that include: A) Structural Plan: i) Structural details ii) Structural details of the roof panel mounts (Engineered design if required – See "D" in PV Systems above) **Solar Panel Lav-out Plan:** i) Complete plans, with full dimensions and notes ii) Panel to panel dimensions including exterior egress, roof access, and Fire Department Access iii) All piping diagrams iv) Show and describe all vents on roof at panel locations (plumbing, attic ventilation, B-vents, etc.) **Exterior Elevations:** i) Identify roof pitch, orientation, and panel location(s) and pitch. ii) Show ground mount orientation and panel pitch iii) Indicate finish grade

D) Structural Details:

- i) Roof details: if roof mounted and include any roof framing modifications
- ii) Structural framing details: Show racks, mounts, and, if ground mounted, all framing details (engineered design if required – See "D" in PV Systems above)
- iii) Structural section with details at foundation, grade, and roof levels as required
- iv) Identify all materials, material sizes, spacing, etc.
- Manufacturer's Specifications and installation instructions: complete and specific to the equipment to be installed
- **Electrical Details:**
 - i) Panel, disconnect, pump, and other equipment locations(s)
- **Plumbing Plan:** (to include the pipe sizes and proposed layout of all supply and drainage piping)
 - i) Show all water heaters and storage tanks
 - ii) Water connection, drain location, valves, pumps, riser diagrams, etc.



City of Casa Grande Development Center Policies & Procedures

Title

Solar System Inspections

Effective Date: February 2, 2015

Date Reviewed:

April 3, 2015

Department of Primary Responsibility: Building Safety

Policy Number:

B – BI – 006 - 2015

With the adoption of the 2012 International Codes and the 2011 National Electric Code there have been some major changes in the installation and inspection of PV systems. The biggest changes are the fire code requirements. Listed below are the new required inspections.

Residential Solar Photovoltaic System Inspections All residential inspections done by the Building Inspectors

- 1. Pre-panel Inspection: To be made after the racking has been installed, all equipment, conduit, and wiring are installed per the design, and all equipment, attachments or supporting structures is per plans but before any panels are installed.
- **2.** Electrical Service Inspection: If modifications are made to the SES. Made after the electrical modifications are complete, code compliant and ready to have the meter re-installed.
- **3.** Final Inspection: combines Building and Fire Final Inspections: To be made after the installation is complete per the drawings, in compliance with the building, fire, & electrical codes, and ready to connect to the electrical grid.

Commercial Solar Photovoltaic System Inspections Commercial inspections are done by Building & Fire Inspectors as required.

- **1.** Solar Foundation Inspection: *For ground-mounted systems* to be made after footing/foundations are dug, free of debris, reinforcing steel & bolts are in in place and before any concrete is poured.
- 2. Pre-panel Inspection: To be made after the racking has been installed, all equipment, conduit, and wiring are installed per the design, and all equipment, attachments or supporting structures is per plans but before any panels are installed.
- **3.** Fire Rough Inspection: To be made after the panels are installed so that the required Fire Department safety access areas can be inspected. (2012 International Fire Code Section 605.11 requirements)
- **4.** Solar Electrical and PV Panel Inspection (Building): To be made after all panels are installed, grounding, and bonding are complete, PV panels match drawings, inverters, disconnects and other equipment are installed per plans.
- **5.** Electrical Service Inspection (Building): To be made after the electrical modification have been made to the SES, complete, code compliant and ready to have the meter re-installed.
- **6.** Fire Final Inspection: To be made after all installation is complete per the drawings, in compliance with the fire code and ready to be connected to the electrical grid.
- **7.** Building Final Inspection: To be made after the installation is complete per the drawings, in compliance with the building and electrical codes, and ready to connect to the electrical grid.

Solar Water Heating System Inspections

- 1. Pre-panel Inspection: To be made after the racking has been installed, all equipment, conduit, piping, tanks, pumps, and wiring are installed per the design, and all equipment, attachments or supporting structure is per design plans but before any panels are installed.
- 2. Solar Electrical and Panel Inspection: To be made after all panels are installed, panels match drawings, pumps, electrical disconnects, piping, pumps, valves, and other equipment are installed per plans.
- 3. Final Inspection: To be made when the installation is complete per the drawings & installation instructions, in compliance with the codes, tested, and operating properly.

Over-All Review Timeframes for Building Permits^{1, 7, 8}

| | | Substantive Review Stage ³ | | |
|---|---|--|---|--|
| Permit Classification | Administrative Completeness Review ² | Review of Initial Submittal ^{4,8} | Review of Resubmittal and Staff Decision to Approve / Deny 5, 7, 8 | Over-All Timeframe ^{6, 7, 8} |
| Commercial – New Construction & Additions | 2 | 30 | 30 | 62 |
| Multi-family - New Construction & Additions | 2 | 30 | 30 | 62 |
| Commercial Alterations and Tenant Improvements | 2 | 20 | 20 | 42 |
| Multi-family Alterations | 2 | 20 | 20 | 42 |
| Standard Plan – Single Family | 2 | 20 | 20 | 42 |
| Single Family – New, Alterations & Additions | 2 | 20 | 20 | 42 |
| Swimming Pool | 2 | 20 | 20 | 42 |
| Park Home – New, Alterations & Additions | 2 | 20 | 20 | 42 |
| Manufactured Home – Site Plan Review | 2 | 20 | 20 | 42 |
| Manufactured Home – Additions & Alterations | 2 | 20 | 20 | 42 |
| Demolition | 2 | 20 | 20 | 42 |
| Mechanical, Electrical, Plumbing & Low Voltage | 2 | 20 | 20 | 42 |
| Solar | 2 | 20 | 20 | 42 |
| Fire Dept. Permits | 2 | 20 | 20 | 42 |
| Registered Industrial Plant | 2 | 20 | 20 | 42 |
| Certificate of Occupancy (Existing Buildings) | 2 | 20 | 20 | 42 |
| Industrial Waste Discharge | 2 | 20 | 20 | 42 |
| Foundation Only | 2 | 20 | 20 | 42 |
| Sign | 2 | 20 | 20 | 42 |
| Detached Accessory Structures & Fences | 2 | 20 | 20 | 42 |
| Accessory Structure Site Plan Review – NO Building Permit | 2 | 20 | 20 | 42 |
| Promotional Sign/Banner | 2 | 10 | 10 | 22 |
| Temporary Use | 2 | 10 | 10 | 22 |
| Home Occupation | 2 | 10 | 10 | 22 |
| Construction Noise | 2 | 10 | 10 | 22 |

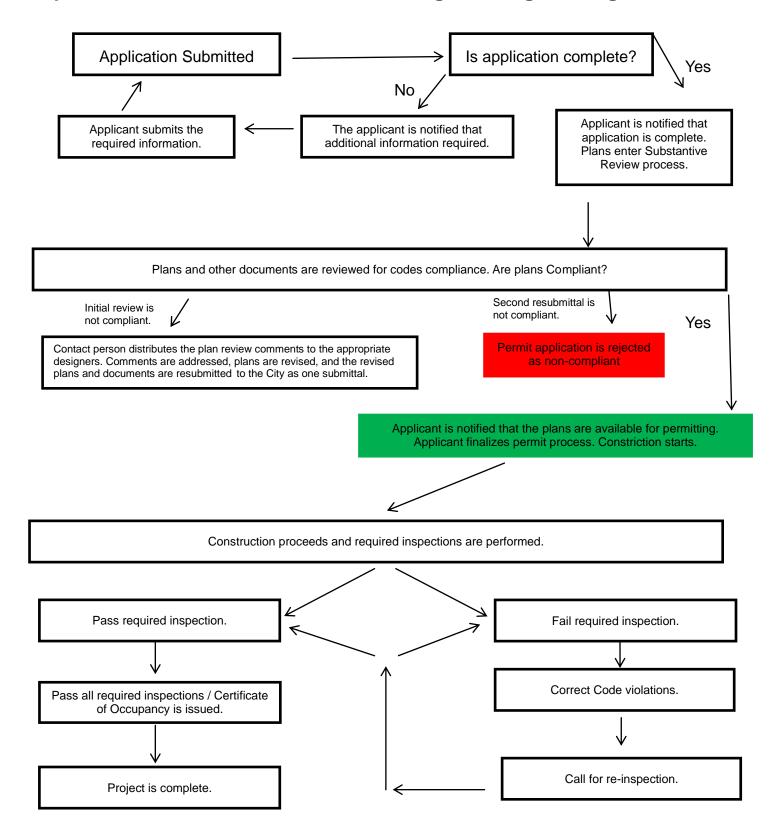
- All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where
 possible.
- 2. Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.
- Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of the submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.
- 4. Review of initial submittal limited to determination of compliance with ordinances, codes, regulations, or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the first comprehensive review document.
- 5. Review of resubmittal shall be limited to:
 - a. Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; and/or
 - b. Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case, the City may issue an additional review letter addressing the new design.
- 6. Over-All Review timeframe is the sum of the Completeness, Initial, and Resubmittal Substantive Review timeframes. The Overall Review Timeframe does not include any time required by the applicant to respond to City review comments
- 7. If an applicant makes significant changes, alterations, additions, or amendments to an application that are not in response to the request for corrections, the City may make one additional comprehensive written request for corrections. The review for said request shall not exceed 50% of the substantive review timeframe for the specific permit.
- 8. The applicant and the City may consent to extend the overall review timeframe for complex submittals or other reasons. Said extension shall not exceed 50% of the over-all timeframe.

In accordance with the Regulatory Bill of Rights (ARS 9-835), the timeframes for all Building Permit application are provided above. The City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. Additional reviews may be necessary to resolve code/policy compliance issues associated with a permit. Some Building Permit applications may be extra-ordinarily complex or have significant code compliance issues that will take longer to review than the stated timeframes. In such cases the Applicant and the City may agree to an extension of the Substantive Review timeframe; said extension shall not increase the Substantive Review period more than 50%.

Applications formally denied after the completion of the Overall Timeframe are eligible for reapplication to address the code/policy deficiencies that were the basis for the application denial with the payment of a fee equal to 50% of the original Plan Review Fee. Said reapplication shall occur within 90 days of the application denial.

| For more information, please contact the Development Center S | taff at (520) 426-8630 or depermits@cgaz.g | gov |
|--|--|------------------|
| I hereby consent to an extension of the stated Substantive Revie | w timeframe for a maximum of | additional days. |
| Applicant | Agreed to by City | |

Completeness Review Process for Building and Engineering Permits



Building Plan Review timeframes are in business days excepting holidays. Please consult the Permit Review Time-line documentation available at the Development Center or on-line at http://www.casagrandeaz.gov

Appeal Process for Denied Applications

The first appeal is to the Building Official. Please make you appeal in writing. You must list all of the items you disagree with. Provide Code Sections, sealed engineering opinions, etc. Provide all details that you think adequately support your position to the Building Official with both the original comments & documents and your rebuttal. The Building Official will review all the information presented and base his decision on the requirements of the adopted codes and City ordinances.

If you disagree with the decision of the Building Official you may appeal his decision to the City's Board of appeals. This board is made up of volunteers from the community. They will hear both positions and may ask questions of either side. The Board cannot wave Code requirements. The Board may make their decision at the meeting. They may also defer their decision to a later date. You will receive the decision of the Board in writing.

If you disagree with the decision of the Board City Administrative Code Section113.15 allows any person, whether or not a previous party to the appeal, the right to apply to the appropriate court for a writ of Certiorari to correct errors of law. This application for review shall be made in the manor and time required by law following the filing of the decision in the office of the chief administrative officer.